



PERSONNEL AND  
READINESS

UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

OCT 21 2010



MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT

SUBJECT: Defense Health Board Charter Renewal

The Defense Health Board (DHB) is a Federal Advisory Committee established by the Secretary of Defense under the Federal Advisory Committee Act of 1972 (5 USC, Appendix) and 41 Code of Federal Regulations § 102-3.50(d). The mission of the DHB, which reports to the Secretary of Defense through the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), is to provide independent scientific advice and recommendations on matters relating to health and the delivery of health care for all Department of Defense (DoD) beneficiaries.

Per DoD Instruction 5105.04, "DoD Federal Advisory Committee Management Program" (attached), the DHB Charter will terminate on November 9, 2010, unless it is renewed by the Director of Administration and Management (DA&M).

We recommend that DA&M renew the DHB's revised Charter (attached), based on the Committee's significant accomplishments to improve the health, safety, and mission-readiness of our Armed Forces as well as the well-being of their beneficiaries. Its continued operation is necessary due to its unique contributions made possible by comprehensive investigations and thorough analyses conducted by its members, who are nationally recognized subject matter experts who have demonstrated significant dedication to serve DoD.

Should the Committee be discontinued, the resulting impact DoD might incur would include: an unmet need for guidance founded on paramount scientific thought, evidence, and practice within the fields of medicine, health, and health care delivery; a deficit in effective civilian advocacy for DoD within academic and scientific communities; and a significant loss of ability to leverage civilian proficiencies that have contributed to the advancement of health and provision of optimal care for DoD beneficiaries. We will continue to review and assess the committee and its make up in accordance with the on-going Reports, Studies, Boards and Commissions Working Group findings.

Clifford L. Stanley



## CHARTER DEFENSE HEALTH BOARD

1. Committee's Official Designation: The Committee shall be known as the Defense Health Board (hereafter referred to as "the Board").
2. Authority: The Secretary of Defense, under the provision of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix) and 41 CFR § 102-3.50(d), established the Board.
3. Objectives and Scope of Activities: The Board shall provide independent advice and recommendations to maximize the health, safety, and effectiveness of all Department of Defense health care beneficiaries, as set out in (4) below.
4. Description of Duties: The Board shall provide the Secretary of Defense, through the Under Secretary of Defense (Personnel and Readiness) and the Assistant Secretary of Defense for Health Affairs, independent scientific advice and recommendations on matters pertaining to:
  - a. Operational programs;
  - b. Health policy development;
  - c. Health research programs and requirements for the treatment and prevention of disease and injury; and
  - d. Promotion of health and the delivery of efficient, effective and high quality health care services to Department of Defense beneficiaries.

The Board is not established to provide advice on individual DoD procurements. No matter shall be assigned to the Board for its consideration that would require any Board member to participate personally and substantially in the conduct of any specific procurement or place him or her in the position of acting as a contracting or procurement official.

The Secretary of Defense, through the Under Secretary of Defense (Personnel and Readiness), may act upon the advice and recommendations of the Board.

5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense through the Under Secretary of Defense (Personnel and Readiness).
6. Support: The Department of Defense, through the Office of the Assistant Secretary of Defense for Health Affairs and the Office of the Director of TRICARE Management Activity, shall provide support as deemed necessary for the Board's performance, and shall ensure compliance with the requirements of the Federal Advisory Committee Act of 1972 and the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b).

7. Estimated Annual Operating Costs and Staff Years: It is estimated that the annual operating costs, to include travel costs and meeting and contract support, is approximately \$3,000,000.00, and 11.0 full-time equivalents (FTE).
8. Designated Federal Officer: The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures.

In addition, the Designated Federal Officer is required to be in attendance at all Board and subcommittee meetings; however, in the absence of the Designated Federal Officer, the Alternate Designated Federal Officer shall attend the committee or subcommittee meeting.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's Designated Federal Officer, in consultation with the Board's President. The estimated number of Board meetings is four per year.
10. Duration: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years
11. Termination: The Board shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless the Secretary of Defense extends it.
12. Membership and Designation: The Board shall be composed of not more than 30 members who are eminent authorities within their respective disciplines related to clinical health care, disease and injury prevention, health care delivery and administration, and/or strategic decision-making in government, industry or academia.

The Board members shall be appointed by the Secretary of Defense, and their appointments must be renewed on an annual basis. Those members, who are not full-time or permanent part-time federal officers or employees, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109 and shall serve as special government employees.

Members may serve for periods up to four years. Such appointments will normally be staggered among the Board membership to ensure an orderly turnover in the Board's overall composition on a periodic basis. No Board member shall serve more than four consecutive years on the Board. Regular government officers or employees who participate in DoD's decision-making process for this Board are prohibited from serving on the Board or its subcommittees.

With the exception of travel and per diem for official travel, Board members shall normally serve without compensation, unless the Secretary of Defense authorizes compensation for a particular member(s).

The Secretary of Defense, after considering the recommendation of the Under Secretary of Defense (Personnel and Readiness), shall appoint the President of the Board from the Board membership. The Under Secretary of Defense (Personnel and Readiness), prior to his recommendation, may consult the Board membership. No Board member shall serve more than four years as Board President.

The Board shall select from within its membership a First Vice President and a Second Vice President. The First Vice President shall undertake the duties of the President in his or her absence, or as requested by the President of the Board. The Second Vice President shall fulfill this role as necessary.

13. Subcommittees: With DoD approval, the Board is authorized to establish subcommittees, as necessary and consistent with its mission. These subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), and other governing federal statutes and regulations.

Such subcommittees or workgroups shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Board; nor can they report directly to the Department of Defense or any federal officers or employees who are not Board members.

Subcommittee members, who are not Board members, shall be appointed in the same manner as the Board members.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Record Schedule 26 and governing Department of Defense policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552).

15. Filing Date:

Defense Health Board Charter Renewal  
COORDINATION

HC&RM

Pat Mulcahy

PM 19 Oct 10

(A)PDASD(HA)

Allen W. Middleton

AMM

CoS(HA)

COL Lorraine Breene

LB 10/18/10

OGC, DoD

Paul S. Koffsky

Concurred, as revised 10/07/10

WHS Management Officer,  
Deputy Advisory Committee

James D. Freeman

Concurred 09/09/10

DoD-Wide FACA Attorney

Stephanie Bibighaus

Concurred 09/09/10

(A)DASD(FHP&R)

Larry Sipos

Concurred 09/15/10

## COORDINATION SHEET


### Renewal of Defense Health Board's Charter (2010 -2012)

FREEMAN.  
JAMES.D.  
II.1043158844

Digitally signed by FREEMAN.  
JAMES.D. II.1043158844  
DN: cn=FREEMAN.JAMES.D.  
II.1043158844, c=US, o=U.S.  
Government, ou=DoD, PKI, WHS  
Date: 2010.09.09 15:00:44 -0400

Deputy Advisory Committee  
Management Officer

\_\_\_\_\_  
Date

  
DoD Wide FACA Attorney

9/9/10  
Date